



CITY OF SAN CITY BRUNO

CULTURE AND ARTS COMMISSION AGENDA

Thursday, January 19, 2017 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real, Room 115

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **APPROVAL OF THE AGENDA:**
4. **APPROVAL OF THE MINUTES:** November 17, 2016
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **CONSENT CALENDAR:**
7. **NEW BUSINESS:**
 - a. Discuss and Approve Process for Selecting Artists for Community Art Gallery Program
 - b. Discuss and Provide Input on Future Intersection Pavement Art Project
 - c. Approval of the 2017 Meeting Schedule
8. **UNFINISHED BUSINESS:**
 - a. Report on Caltrans Permitting Process for Traffic Signal Controller Boxes Art Project
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**
11. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
13. **ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

**Culture and Arts Commission
November 17, 2016**

1. **CALL TO ORDER/ROLL CALL:** Vice Chair Livengood called the meeting of the Culture and Arts Commission to order at 6:31 p.m. Commissioners present: Vice Chair Livengood, George, Madden, Rosman Koodrin, and Tobin. Commissioners Absent: Chair Gamble. Staff: Burns, Wallace and, Aker.
2. **PLEDGE OF ALLEGIANCE:** Library Superintendent Wallace led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** MSC Madden/Tobin for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** MSC Tobin/Gonzalez to approve the minutes of the October 20, 2016 Culture and Arts Commission meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. 2017 Workplan Delivery Schedule – Superintendent Wallace asked the Commission to go through the goals set for 2017 and establish some timelines and create sub-committees if needed. Commissioner Tobin suggested creating master binders for each goal to have a standardized workplan for each goal project. **MSC Tobin/ Rosman Koodrin** to create master binders for each project that the Commission does and that the members of each subcommittee are responsible for keeping it up to date and turning it into staff. Approved unanimously. The Commission had further discussion regarding the goals and decided on the poetry project possibly taken over by staff and moved to a different place and time. In future projects, Commissioner Tobin wanted to suggest something she had seen done in Millbrae, which is painting the City logo on busy intersections within the City. Staff said they would look into the project and come back to the Commission with more information. Subcommittees were established for the following goals:
 1. Gallery Exhibit Program at the Library – George, Gonzales and, Wallace

2. Traffic Signal Boxes – Madden and Tobin
3. Community Day in the Park Art Project – Gonzalez, Madden and, Tobin

8. UNFINISHED BUSINESS:

- a. Discussion Regarding 2017 Movies in the Park Program – Commissioner Tobin said she was working with San Bruno Cable to record the informational video to be shown before the movies in Movies in the Park and would update the Commission as needed. Vice Chair Livengood asked if the Commission could further discuss the possibility of changing the night for Movies in the Park and Director Burns replied that because of usage of the park for other San Bruno organizations changing the night would be problematic. Commissioner Tobin and George added that when they first brought Movies in the Park to San Bruno, others night were discussed and it was determined that Friday night was the best option.

9. EXCLUDED CONSENT: None.

10. **ITEMS FROM STAFF:** Director Burns asked the Commission if they were going to move forward with the cancellation of their December meeting. **MSC Tobin/Gonzalez** to cancel the Culture and Arts Commission's December meeting. Director Burns also added that staff would be discontinuing the mailing of agenda packets and making it available through the City website and email instead. Staff would provide printed copies at the Commissioner's request.

11. PUBLIC COMMENT: None.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Commissioner Tobin asked staff if there was an update on the repair for the Centennial Park mural. Director Burns replied that she had been in touch with the artist and that she would regroup with him and report back to the Commission during their next meeting.

13. **ADJOURNMENT:** With no other business to be conducted, **Commissioner Gonzalez adjourned** the meeting at 7:38 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: January 19, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Discuss and Approve Process for Selecting Artists for Community Art Gallery Program

BACKGROUND:

The Culture and Arts Commission created the Community Art Gallery Program, also known as the Library Gallery Exhibit, in 2012. Each year a call for artists is created and the Commission chooses three artists to exhibit their work at the Library for four months each in succession. The program went on hiatus for 2016. At the October 20, 2016 meeting the Commission requested the program be reinstituted for 2017.

DISCUSSION:

A Request for Proposals has been developed and will be distributed soon. Once all entries are received the matter will be re-agendized for the Culture and Arts Commission to make its selections.

In previous years, the Commission was shown slides of each artist's work and then selected artists based on the slides. Artists were scored on technical/creative expertise and appropriateness of the work. San Mateo County artists were given extra consideration.

Staff is requesting input from the Commission on whether it would like to use the same selection criteria as in past years or use an alternate method.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: January 19, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Discuss and Provide Input on Future Intersection Pavement Art Project

BACKGROUND:

At the Culture and Arts Commission meeting of November 17, 2016, Commissioner Tobin brought up new street pavement art she had recently seen in Millbrae. The art consists of Millbrae's logo applied to the asphalt in the middle of the intersection of Broadway Avenue and Hillcrest Boulevard. The Commission requested staff to investigate the details of this project and report back to the Commission at a future meeting.

DISCUSSION:

Staff contacted the project manager for the Millbrae project. The logo installation at Broadway Avenue and Hillcrest Boulevard was part of a larger project to revitalize the area.

In addition to the logo found at Broadway Avenue and Hillcrest Boulevard there is a second, smaller, logo at the intersection of Hillcrest Boulevard and an unnamed alley one half-block east of Broadway and Hillcrest. The cost for both logos was approximately \$40,000.

The product used for the stenciling of the logo is called StreetBond and is commonly used on playgrounds, plazas, and pedestrian areas, in addition to streets. The company used to install the logo is Asphalt Impressions of Sacramento.

The installation required a two-day street closure.

Staff is requesting input from the Commission on whether it would like to further pursue this project. If so, selection of a preferred intersection will need to be recommended by the Commission to the City Council.

FISCAL IMPACT:

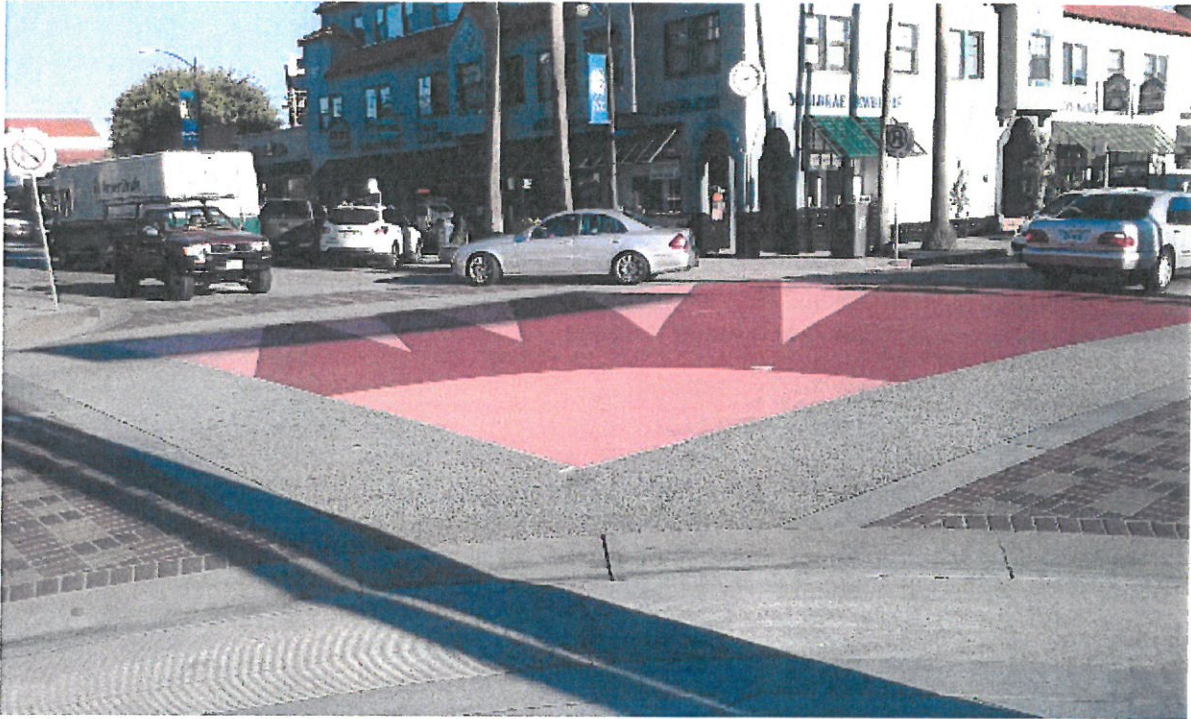
None.

ATTACHMENTS:

Photo of logo at Broadway Avenue and Hillcrest Boulevard.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT



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CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: January 19, 2017
TO: Culture and Arts Commission
FROM: Kerry Burns, Community Services Director
SUBJECT: Approval of 2017 Meeting Schedule of the Culture and Arts Commission

BACKGROUND:

At the beginning of each calendar year, the Commission is provided with the draft schedule of the upcoming year's meeting calendar.

FISCAL IMPACT:

None.

ATTACHMENTS:

2017 Draft Meeting Schedule of the Culture and Arts Commission



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: November 18, 2016
TO: Culture and Arts Commissioners
FROM: Ludmer Aker, Executive Assistant
SUBJECT: 2017 Meeting Schedule of the Culture and Arts Commission

The following is 2017 meeting schedule:

Thursday, January 19 – 6:30 p.m.
Thursday, February 16 – 6:30 p.m.
Thursday, March 16 – 6:30 p.m.
Thursday, April 20 – 6:30 p.m.
Thursday, May 18 - 6:30 p.m.
Thursday, June 15 – 6:30 p.m.
Thursday, July 20 – 6:30 p.m.
Thursday, August 17 – 6:30 p.m.
Thursday, September 21 – 6:30 p.m.
Thursday, October 19 – 6:30 p.m.
Thursday, November 16 – 6:30 p.m.
Thursday, December 21 – 6:30 p.m.

NOTE: All Regularly scheduled meetings are scheduled at 6:30 p.m. and are held at City Hall in Conference Room 115.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: January 19, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Report on Caltrans Permitting Process for Traffic Signal Controller Boxes Art Project

BACKGROUND:

The Culture and Arts Commission has selected six traffic signal controller boxes to be painted by artists who will be selected through a RFP process. Each box will have a specific theme.

The location and themes of the boxes are as follows:

Box Location	Theme
Sneath Lane at El Camino Real	Patriotism
San Bruno Avenue West at Cherry Avenue	High Tech
San Bruno Ave East at 3rd Avenue	History
Sharp Park Road at Pacific Heights Boulevard	Education
El Camino Real at Interstate 380	Mission Bell
Crystal Springs Road at Cunningham Way	Nature

Three of the selected boxes are owned by Caltrans. They are located at Sneath Lane at El Camino Real, Sharp Park Road at Pacific Heights Boulevard, and El Camino Real at Interstate 380. The City must go through the Caltrans encroachment permitting process in order to proceed with the painting of these boxes.

DISCUSSION:

Staff contacted Caltrans in an effort to gain information about the Caltrans permitting process.

The Caltrans District Art Committee must approve any artwork on Caltrans property before issuing permits. The City must send the Art Committee an application showing the specific designs being proposed. Therefore, the permitting process cannot begin until specific artists and their designs have been selected by the Culture and Arts Commission. Artists must sign a waiver before permits will be issued.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

Caltrans prefers, but does not require, that instead of painting directly onto the surface of the boxes, a plastic polymer wrap of the artwork be used to adhere to the boxes. A plastic polymer wrap can be easily removed and replaced. Caltrans prefers polymer wraps because painting will fade over time, endure scratches, and are subject to graffiti. Having the ability to easily replace old polymer wrap with a new wrap will keep the artwork looking fresh and new over time.

In addition, having the wraps professionally installed means artists can work on their projects wherever they are most comfortable rather than working on the boxes near traffic. This will improve safety since professionally installed polymer wraps can be installed quickly and by crews that are accustomed to working near traffic areas.

The City of San Leandro completed a utility box art project using plastic polymer wrap. Staff investigated the cost of San Leandro's project. It is estimated that it paid \$14,426.37 for printing and installation of the polymer wrap on 13 utility boxes. San Leandro also contracted with an initiative named Streets Alive! for \$9,500 to manage and administer the project.

Staff is requesting input from the Commission on the subject of using plastic polymer wraps for all six boxes for this project.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.